

## POSITION DESCRIPTION

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| <b>Classification:</b>     | Environmental Health Specialist I |
| <b>Title:</b>              | Environmental Health Specialist   |
| <b>Employee Name:</b>      |                                   |
| <b>Program:</b>            | Food Safety                       |
| <b>Division:</b>           | Environmental Health              |
| <b>FTE:</b>                | 1.0                               |
| <b>FLSA:</b>               | Non-Exempt                        |
| <b>Represented Status:</b> | PTE – Environmental Health        |
| <b>Salary Range:</b>       | 103                               |
| <b>Position Number:</b>    |                                   |
| <b>Effective Date:</b>     | October 24, 2018                  |
| <b>Revised from:</b>       | March 10, 2017                    |

### Definition:

Under the direction of an Environmental Health Supervisor, or designee, will conduct routine inspections in the food safety program. Additionally, the individual will provide education, technical assistance and regulatory information to members of the public.

Individuals assigned to this position are expected to apply a thorough understanding of food-borne, water-borne and waste-borne communicable diseases, potential public health risks associated with solid and hazardous waste and their means of transmission and control to work situations that are varied as well as routine. May require some weekend work and adjustments to normal working hours as required to conduct inspections.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for professional competency, adherence to the goals and objectives of the program, technical soundness and conformity to procedures, regulations and objectives.

### Examples of Work Performed:

- Maintain a professional working relationship with the regulated community, staff of other public agencies concerning District regulatory responsibilities as well as public and private individuals who utilize the department's services.
- Travels to various sites throughout the county conducting inspections and investigations to ensure compliance with current regulations.
- Provides education, technical assistance, and regulatory compliance advice to the facility, the public and the media, translating technical and regulatory information to a variety of audiences.
- Completes reports of areas in violation.
- Recommends corrective measures and takes appropriate enforcement action.
- Meets with responsible parties to discuss correction of deficiencies and to obtain compliance through education and appropriate enforcement action.
- Reviews plans for establishments/facilities and inspects construction and remodeling.
- Investigates complaints and incidents of suspected illness at establishments/facilities.
- Maintains accurate field records, write reports, makes recommendations for follow-up actions based upon findings of investigations.
- Updates and uses computerized data management systems.

**Associated Duties:**

- Perform other related duties as requested.
- Perform sanitarian duties in other Environmental Sections as necessary to cover absences, to equalize peak work periods or to balance the work load.

**Knowledge, Skills and Abilities:**

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Knowledge of field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this description.
- Knowledge of principles, procedures, functions and practices in the environmental health field.
- Knowledge of environmental health programs, goals and objectives.
- Knowledge of general to complex mathematics.
- Knowledge of methods and techniques of conducting research, analysis and report preparation.
- Knowledge of computer operation and a variety of software including word processing, spreadsheet, database and other applications related to the area of assignment.
- Knowledge of environmental protection programs, laws, regulations and policy processes.
- Knowledge of safety policies, practices, and personal protective equipment.
- Knowledge of data collection, analysis, investigation and interpretation techniques.
- Knowledge of federal, Washington state and local environmental regulations.
- Knowledge of safety procedures for handling hazardous materials and cleanup standards for contamination problems.
- Knowledge of field occupational and environmental hazards and worker safety procedures.
- Skilled in effectively operating computer systems in the area of assignment; making program modifications and troubleshooting problems.
- Skilled in performing tasks within area of assignment.
- Ability to utilize correct English usage including grammar, spelling and punctuation.
- Ability to establish and maintain effective working relationships with staff, District officials, colleagues, professionals, and the public.
- Ability to perform work under pressure for deadlines.
- Ability to listen attentively and communicate effectively and persuasively, both orally and in writing, including making presentations to diverse audiences.
- Ability to apply sound independent judgment, creativity and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Ability to use tact, discretion, respect and courtesy to establish and maintain effective working relationships with co-workers, volunteers, officials, representatives of other agencies and businesses, and diverse members of the public.
- Ability to read, understand, interpret and appropriately apply the terminology instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.
- Ability to assure that confidentiality is maintained as required and sensitive information is handled appropriately.
- Ability to fulfill the commitment of the District to provide outstanding customer service.
- Ability to be attentive to detail, consistently follows written and oral instructions and guidelines, and maintains a high degree of accuracy and complete records.
- Ability to work both independently and cooperatively within a collaborative team-oriented environment.
- Ability to maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.
- Ability to deal with the public in a courteous manner in situations which can be confrontational.

### **Job Location, Working Conditions and Equipment Utilized:**

Work is performed in a variety of settings, such as an office and various community based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer. The incumbent will generally work in an office setting or out in the community at various settings. While performing field work, the incumbent is regularly required to work outdoors in a variety of weather conditions and walk on rough, uneven or rocky surfaces. The noise level in the work environment is usually moderate. Work may include traveling to community organizations; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel.

May occasionally be required to work a varying schedule which may include evenings and weekends. Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends and holidays.

May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Bloodborne Pathogens Exposure: Category II. Tasks typically do not involve exposure to blood, body fluids or tissues, but job may require performing unplanned Category I tasks.

### **Required Physical Traits:**

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations through Snohomish County.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.
- Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis.
- Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires the ability to communicate with others orally, face to face and by telephone.

### **Education and Experience Required:**

Education: Requires a Bachelor's Degree from an accredited institution involving major study in environmental health, sanitary science, microbiology or public health or other closely related science.

Experience: Incumbent will be considered an **Environmental Health Specialist 1** without work experience (traineeships or other experience associated with college courses will not be considered work experience). Incumbent will be considered an **Environmental Health Specialist 2** with a

minimum of 2 years in a local public health department, if such employment has been within the past 5 years, and if the duties performed were related to the specific environmental health duties to which the incumbent is assigned. Additionally, appointment as an **Environmental Health Specialist 2** requires current registration as a Sanitarian (RS) with either the Washington State Board of Registered Sanitarians or the National Environmental Health Association.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

**Licenses, Certifications and Other:**

- Fluency in a foreign language, *preferred*
- Requires eligibility for registration as a Sanitarian with either the Washington State Board of Registered Sanitarians or the National Environmental Health Association.
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

**Acknowledgement: Position description reviewed by Employee and Manager**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.